

**Schedule 13**  
**Change Request for FY 08-09 Budget Request Cycle**

Decision Item FY 08-09 ☐ Base Reduction Item FY 08-09 ☐ Supplemental FY 07-08 ☐ Budget Request Amendment FY 08-09 ☒

**Request Title:** Buildings and Grounds Fund Spending Authority Adjustment

**Department:** Human Services

**Dept. Approval by:**

**Date:**

**Priority Number:** SBA-03

**OSP Approval:**

**Date:**

		1	2	3	4	5	6	7	8	9	10
	Fund	Prior-Year Actual FY 06-07	Appropriation FY 07-08	Supplemental Request FY 07-08	Total Revised Request FY 07-08	Base Request FY 08-09	Decision/ Base Reduction FY 08-09	November 1 Request FY 08-09	Budget Amendment FY 08-09	Total Revised Request FY 08-09	Change from Base (Column 5) FY 09-10
<b>Total of All Line Items</b>	<b>Total</b>	2,400,852	4,010,026	0	4,010,026	6,021,990	411,553	6,433,543	(121,692)	6,311,851	(6,282)
	<b>FTE</b>	5.0	6.5	0.0	6.5	6.5	3.5	10.0	(2.5)	7.5	1.0
	<b>GF</b>	896,173	1,877,122	0	1,877,122	3,136,053	0	3,136,053	0	3,136,053	0
	<b>GFE</b>	0	0	0	0	0	0	0	0	0	0
	<b>CF</b>	264,793	302,904	0	302,904	293,145	102,888	396,033	(81,024)	315,009	(52,173)
	<b>CFE</b>	990,939	1,299,167	0	1,299,167	1,835,759	308,665	2,144,424	(40,668)	2,103,756	45,891
	<b>FF</b>	248,947	530,833	0	530,833	757,033	0	757,033	0	757,033	0
	<b>MCF</b>	298,480	532,152	0	532,152	1,022,430	0	1,022,430	0	1,022,430	0
	<b>MGF</b>	149,083	263,044	0	263,044	510,435	0	510,435	0	510,435	0
	<b>NGF</b>	1,045,256	2,140,166	0	2,140,166	3,646,488	0	3,646,488	0	3,646,488	0
<b>(3) Office of Operations Buildings and Grounds Fund</b>	<b>Total</b>	902,359	896,014	0	896,014	904,633	409,249	1,313,882	(119,927)	1,193,955	(6,763)
	<b>FTE</b>	5.0	6.5	0.0	6.5	6.5	3.5	10.0	(2.5)	7.5	1.0
	<b>GF</b>	0	0	0	0	0	0	0	0	0	0
	<b>GFE</b>	0	0	0	0	0	0	0	0	0	0
	<b>CF</b>	226,741	223,928	0	223,928	226,083	102,312	328,395	(79,849)	248,546	(51,637)
	<b>CFE</b>	675,618	672,086	0	672,086	678,550	306,937	985,487	(40,078)	945,409	44,874
	<b>FF</b>	0	0	0	0	0	0	0	0	0	0
	<b>MCF</b>	0	0	0	0	0	0	0	0	0	0
	<b>MGF</b>	0	0	0	0	0	0	0	0	0	0
	<b>NGF</b>	0	0	0	0	0	0	0	0	0	0
<b>(1) Executive Director S.B. 04-257 Amortization Equalization Disbursement</b>	<b>Total</b>	1,498,493	2,631,937	0	2,631,937	3,875,868	1,569	3,877,437	(1,202)	3,876,235	367
	<b>FTE</b>	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	<b>GF</b>	896,173	1,592,902	0	1,592,902	2,372,913	0	2,372,913	0	2,372,913	0
	<b>GFE</b>	0	0	0	0	0	0	0	0	0	0
	<b>CF</b>	38,052	65,360	0	65,360	51,179	392	51,571	(800)	50,771	(408)
	<b>CFE</b>	315,321	531,031	0	531,031	876,399	1,177	877,576	(402)	877,174	775
	<b>FF</b>	248,947	442,644	0	442,644	575,377	0	575,377	0	575,377	0
	<b>MCF</b>	298,480	450,698	0	450,698	774,253	0	774,253	0	774,253	0
	<b>MGF</b>	149,083	224,919	0	224,919	386,484	0	386,484	0	386,484	0

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Decision Item FY 08-09 ☐ Base Reduction Item FY 08-09 ☐ Supplemental FY 07-08 ☐ Budget Request Amendment FY 08-09 ☒

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	<b>NGF</b>	1,045,256	1,817,821	0	1,817,821	2,759,397	0	2,759,397	0	2,759,397	0
(1) Executive Director											
S.B. 06-235	<b>Total</b>	0	482,075	0	482,075	1,241,489	735	1,242,224	(563)	1,241,661	114
Supplemental	<b>FTE</b>	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Amortization	<b>GF</b>	0	284,220	0	284,220	763,140	0	763,140	0	763,140	0
Equalization	<b>GFE</b>	0	0	0	0	0	0	0	0	0	0
Disbursement	<b>CF</b>	0	13,616	0	13,616	15,883	184	16,067	(375)	15,692	(128)
	<b>CFE</b>	0	96,050	0	96,050	280,810	551	281,361	(188)	281,173	242
	<b>FF</b>	0	88,189	0	88,189	181,656	0	181,656	0	181,656	0
	<b>MCF</b>	0	81,454	0	81,454	248,177	0	248,177	0	248,177	0
	<b>MGF</b>	0	38,125	0	38,125	123,951	0	123,951	0	123,951	0
	<b>NGF</b>	0	322,345	0	322,345	887,091	0	887,091	0	887,091	0

Letternote revised text:

Cash Fund name/number, Federal Fund Grant name: Fund 517 Buildings and Grounds Fund

IT Request: ☐ Yes ☒ No

Request Affects Other Departments: ☒ Yes ☐ No If Yes, List Other Departments Here: Department of Corrections

## CHANGE REQUEST for FY 08-09 BUDGET REQUEST CYCLE

Department:	Department of Human Services
Priority Number:	SBA-03
Change Request Title:	Buildings and Grounds Fund Spending Authority Adjustment

### SELECT ONE (click on box):

- ☐ Decision Item FY 08-09
- ☐ Base Reduction Item FY 08-09
- ☐ Supplemental Request FY 07-08
- ☒ Budget Request Amendment FY 08-09

### SELECT ONE (click on box):

Supplemental or Budget Request Amendment Criterion:

- ☐ Not a Supplemental or Budget Request Amendment
- ☐ An emergency
- ☒ A technical error which has a substantial effect on the operation of the program
- ☐ New data resulting in substantial changes in funding needs
- ☐ Unforeseen contingency such as a significant workload change

### Short Summary of Request:

The Department proposes to reduce both the Buildings and Grounds base appropriation and the November 1, 2007 Decision Item #12 to remove those revenues received from properties located at the Colorado Mental Health Institute at Pueblo. The Buildings and Grounds FY 08-09 Decision Item is reduced by (\$121,692) Total Funds: (\$81,024) CF and (\$40,668) CFE and (2.5) FTE.

### Background and Appropriation History:

The Buildings and Grounds Fund is a cash fund that provides resources for the maintenance, repair and upkeep of Human Services facilities and grounds. The fund was established for rental of federal surplus properties at the Colorado Mental Health Institute at Fort Logan. The Colorado Department of Human Services (CDHS) leases space to other state agencies and non-profit organizations for use as office space and for the provision of direct care services. The revenue projection for this line item is based on the anticipated revenue generated from lease agreements. The per square foot space leasing rates are based on the CDHS calculated cost for maintenance, repair and upkeep of the rented spaces. Revenue from the leases is used for upkeep of the facilities.

Decision Item #12 included rental revenues received from properties at the Colorado Mental Health Institute in Pueblo (CMHIP) that are not authorized to be part of the Buildings and Grounds Fund because CMHIP was not created from federal surplus properties. This amendment removes these revenues from the request.

General Description of Request:

The Department of Human Services FY 2008-09 Decision Item #12 includes a request for spending authority for rental income from CMHIP properties. The Department is working through the legislative process to revise the statute language to include other DHS surplus properties. In the event that the legislation is not changed in during the 2008 session, the Department requests that the spending authority for the CMHIP projected revenue be removed from the Buildings and Ground Fund.

Consequences if Not Funded:

The consequences of not accepting this amendment and proceeding with the decision item would lead to non-compliance with Section 25-1-117, C.R.S. (2007) and 25-1-118, C.R. S. (2007).

Calculations for Request:

Summary of Request FY 2008-09	Total Funds	General Fund	Cash Funds	Cash Funds Exempt	Federal Funds	Medicaid Cash Funds	Medicaid General Funds	Net General Fund	FTE
<b>Total Request</b>	<b>(\$121,692)</b>	<b>\$0</b>	<b>(\$81,024)</b>	<b>(\$40,668)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>(2.5)</b>
Buildings and Grounds Fund	(\$119,927)	\$0	(\$79,849)	(\$40,078)	\$0	\$0	\$0	\$0	(2.5)
Personal Services Cost Component	(\$83,821)	\$0	(\$55,809)	(\$28,012)	\$0	\$0	\$0	\$0	(2.5)
Operating Cost Component	(\$1,000)	\$0	(\$666)	(\$334)	\$0	\$0	\$0	\$0	
Improvements Cost Component	(\$35,106)	\$0	(\$23,374)	(\$11,732)	\$0	\$0	\$0	\$0	
Executive Director's Office									
S.B. 04-257 Amortization Equalization Disbursement Component	(\$1,202)	\$0	(\$800)	(\$402)	\$0	\$0	\$0	\$0	
S.B. 06-235 Supplemental Amortization Equalization Disbursement Component	(\$563)	\$0	(\$375)	(\$188)	\$0	\$0	\$0	\$0	

Summary of Request FY 2009-10	Total Funds	General Fund	Cash Funds	Cash Funds Exempt	Federal Funds	Medicaid Cash Funds	Medicaid General Funds	Net General Fund	FTE
<b>Total Request</b>	<b>(\$121,692)</b>	<b>\$0</b>	<b>(\$81,024)</b>	<b>(\$40,668)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>(2.5)</b>
November 1 Request Decision Item #12	\$115,410	\$0	\$28,851	\$86,559	\$0	\$0	\$0	\$0	3.5
Total Change from Base FY 2009-10	(\$6,282)	\$0	(\$52,173)	\$45,891	\$0	\$0	\$0	\$0	1.0
Office of Operations									
Buildings and Grounds Fund	(\$120,114)	\$0	(\$79,974)	(\$40,140)	\$0	\$0	\$0	\$0	(2.5)
Personal Services Cost Component	(\$84,384)	\$0	(\$56,184)	(\$28,200)	\$0	\$0	\$0	\$0	(2.5)
Operating Cost Component	(\$1,000)	\$0	(\$666)	(\$334)	\$0	\$0	\$0	\$0	
Improvements Cost Component	(\$34,730)	\$0	(\$23,124)	(\$11,606)	\$0	\$0	\$0	\$0	
November 1 Request Decision Item #12	\$113,351	\$0	\$28,337	\$85,014	\$0	\$0	\$0	\$0	3.5
Operations Change from Base FY 2009-10	(\$6,763)	\$0	(\$51,637)	\$44,874	\$0	\$0	\$0	\$0	1.0
Executive Director's Office									
S.B. 04-257 Amortization Equalization Disbursement Component (AED)	(\$1,202)	\$0	(\$800)	(\$402)	\$0	\$0	\$0	\$0	
November 1 Request Decision Item #12	\$1,569	\$0	\$392	\$1,177	\$0	\$0	\$0	\$0	
AED Change from Base FY 2009-10	\$367	\$0	(\$408)	\$775	\$0	\$0	\$0	\$0	
S.B. 06-235 Supplemental Amortization Equalization Disbursement Component (SAED)	(\$376)	\$0	(\$250)	(\$126)	\$0	\$0	\$0	\$0	
November 1 Request Decision Item #12	\$490	\$0	\$122	\$368	\$0	\$0	\$0	\$0	
SAED Change from Base FY 2009-10	\$114	\$0	(\$128)	\$242	\$0	\$0	\$0	\$0	

Assumptions for Calculations:

OSPB Common Policy for FTE Requests - September 2007									
FTE and Operating Costs								GRAND TOTAL	
Fiscal Year(s) of Request		FY 08-09	FY 09-10	FY 08-09	FY 09-10	FY 08-09	FY 09-10	FY 08-09	FY 09-10
<b>PERSONAL SERVICES</b>	<b>Title:</b>	<b>Structural Trades II</b>		<b>Custodian II</b>					
Number of PERSONS / class title		-1.5	-1.5	-1.0	-1.0	0	0		
Number of months <u>working in</u> FY 08-09 and FY 09-10		12	12	12	12	0	0		
Number months <u>paid in</u> FY 08-09 and FY 09-10*		12	12	12	12	0	0		
Calculated FTE per classification		<b>-1.5</b>	<b>-1.5</b>	<b>-1.0</b>	<b>-1.0</b>	<b>0.0</b>	<b>0.0</b>	<b>-2.5</b>	<b>-2.5</b>
Annual base salary		\$34,776	\$34,776	\$22,944	\$22,944	\$0	\$0		
Salary		(\$52,164)	(\$52,164)	(\$22,944)	(\$22,944)	\$0	\$0	(\$75,108)	(\$75,108)
PERA	<b>10.15%</b>	(\$5,295)	(\$5,295)	(\$2,329)	(\$2,329)	\$0	\$0	(\$7,624)	(\$7,624)
Medicare	<b>1.45%</b>	(\$756)	(\$756)	(\$333)	(\$333)	\$0	\$0	(\$1,089)	(\$1,089)
Prior Year SAED	<b>N/A</b>	\$0	(\$391)	\$0	(\$172)	\$0	\$0	\$0	(\$563)
<b>Subtotal Personal Services at Division Level</b>		<b>(\$58,215)</b>	<b>(\$58,606)</b>	<b>(\$25,606)</b>	<b>(\$25,778)</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$83,821)</b>	<b>(\$84,384)</b>
<b>Subtotal AED at EDO Long Bill Group Level</b>	<b>1.60%</b>	<b>(\$835)</b>	<b>(\$835)</b>	<b>(\$367)</b>	<b>(\$367)</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$1,202)</b>	<b>(\$1,202)</b>
<b>Subtotal SAED at EDO Long Bill Group Level</b>	<b>Varies</b>	<b>(\$391)</b>	<b>(\$261)</b>	<b>(\$172)</b>	<b>(\$115)</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$563)</b>	<b>(\$376)</b>
<b>OPERATING EXPENSES</b>									
Supplies @ \$500/\$500***	<b>\$500</b>	(\$500)	(\$500)	(\$500)	(\$500)	\$0	\$0	(\$1,000)	(\$1,000)
<b>Subtotal Operating Expenses</b>		<b>(\$500)</b>	<b>(\$500)</b>	<b>(\$500)</b>	<b>(\$500)</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$1,000)</b>	<b>(\$1,000)</b>
<b>Building Maintenance</b>								<b>(\$35,106)</b>	<b>(\$34,730)</b>
<b>GRAND TOTAL ALL COSTS</b>								<b>(\$121,692)</b>	<b>(\$121,692)</b>

The Department of Corrections and Pueblo County are two current tenants from which the Department receives rental revenue.

CMHIP Projected Revenue

Department of Corrections	\$40,668
Pueblo County	\$81,024
Total	\$121,692

Impact on Other Government Agencies:

This change directly impacts two existing tenants at the Pueblo campus – the Department of Corrections and the Pueblo County Board of Commissioners/Pueblo County Sheriff.

The department makes available its excess building space to other state agencies and non-profit organizations that are consistent with the Department of Human Service's mission and vision. The lease rates are well-below market for these older facilities with poor utility services, few modern-day conveniences and out-of-the-way locations. The leased space inventory includes in-patient and out-patient treatment centers; administrative offices and research; and support spaces, such as an auditorium, storage units and outdoor grounds. Additionally, the building maintenance at these sites will be reduced to "abandon status", meaning that the buildings will not be maintained which will result in a lower Facilities Condition Index and the ultimate demolition of state assets.

Cost Benefit Analysis:

Not applicable, this change is necessary to be in compliance with existing statute.

Implementation Schedule:

Task	Month/Year
Adjust Building and Grounds Fund and Operating Expenses Appropriations	July 2008

Statutory and Federal Authority:

Section 25-1-117, C.R.S. (2007) Acquisition of federal surplus property.

The governor of the state of Colorado is authorized, for and on behalf of the state of Colorado, to make application for and secure the transfer to the state of Colorado of federal surplus property for the purpose of establishing state public health facilities in the state of Colorado; and to do and perform any acts and things which may be necessary to carry out the above, including the preparing, making, and filing of plans, applications, reports, and other documents, and the execution, acceptance, delivery, and recordation of agreements, deeds, and other instruments pertaining to the transfer of said property. The governor is further authorized to expend available general revenue funds, or such other funds as may be made available by the general assembly, for the purpose of making the above application and securing the transfer of said property in accordance with federal laws and with rules and regulations and requirements of the United States department of health, education, and welfare.

Section 25-1-118. C.R.S. (2007)

If any federal surplus property which has been acquired by the governor pursuant to the provisions of section 25-1-117 consists of rental property, the executive director of the department of human services is authorized to continue renting such property for such rentals as he deems reasonable.

The executive director is also authorized to sell any salvage resulting from the repair, remodeling, or demolition of the facilities of any such properties acquired under the provisions of said section 25-1-117.

Any moneys received from such rentals and from any such salvage shall be deposited with the state treasurer and credited by him to the Fort Logan state hospital fund, which fund is hereby created.

Performance Measures:

Not Applicable.